



# HAMILTON COUNTY LIBRARY

CONNECTING · COMMUNITY · EDUCATION

## **Laptop Computer Use and Circulation Policy**

### Mission Statement

Hamilton County Library delivers quality and equal educational opportunities, offered through services and resources, for the benefit of the community.

### Use and Circulation

The Hamilton County Library has twenty (20) laptop computers for patrons to use in-house or to check out. Patrons are encouraged to use the computers for education, online learning, personal development, research and entertainment. Laptops are available for check out to patrons in good standing. Good standing is defined by no outstanding fines, fees, or lost items.

Patron must be the primary library card holder, or have permission on the library card, to check out a laptop. Only one laptop per library card is allowed at a time.

Laptops will be loaned out for a one (1) week period. If there are no reserves pending at that time, the computer may then be re-checked out for an additional one (1) week period. The patron must communicate on or before the due date to avoid overdue fines. After the laptop has been checked out for two weeks, it must be returned to the library for inventory and inspection. If there are no reserves, the device may be checked back out to the patron for another one (1) week period. An extended check out time may be considered when communicated and approved by the library director *BEFORE* check out.

The overdue fine will be \$10.00 per day for laptops. All outstanding fines and fees must be paid before a patron can check out, or reserve, a laptop. See additional fees for damaged or lost device and parts listed below.

After a laptop is fifteen (15) days overdue, library staff will make no less than 2 attempts to contact the patron about the overdue status. When the device is thirty (30) days overdue, it will be turned over to the local law enforcement and county attorney, in order to secure the return of the laptop or receive the full replacement cost.

Library staff will explain how to turn on and perform basic functions on the laptop if requested. Each laptop will leave the library in the provided laptop bag, with a wireless mouse and charging cord. Upon check in, a brief inspection will be made by library staff to ensure all items are returned in working condition.

If a patron should happen to damage the laptop, they are expected to report the damage to library staff immediately. The patron should not attempt to make repairs.

Patrons agree:

1. To not change any of the library's default settings such as wallpaper or home pages.
2. Patrons will not download any files to the library's workstation hard drives. Downloading to removable media is acceptable if in compliance with applicable laws.
3. Patrons will not install any software on the library's workstations.

The library has the right to access, store, or use any information that is sent through, stored, or accessed on the laptop.

The laptops were purchased with SPARK funds resulting from the COVID pandemic. Because of this, the following will be given additional consideration on priority of patron use, check out and check out period.

1. School/community/state wide mandatory virtual learning.
2. Required quarantine by the Health Department and/or USD 494.
3. Online school or work.
4. More than one laptop per household when determined necessary by the director.

#### In-House Use

Laptops, not currently checked out, will be available for in-house patron use during normal service hours. The same considerations used for the patron desktop computers, including the library's Computer Use Policy, will be given to laptops.

#### Laptop Internet Use

The Hamilton County Library will comply with CIPA, NCIPA, and KS-CIPA regarding the requirement to use a Technology Protection Measure (filtering). All library laptop computers will use a TPM. However, this technology is not always reliable and the library cannot be held responsible for prohibited information that might be displayed or for useful information that may be blocked. Library staff members are not responsible for monitoring use of and content accessed by patrons of any age, in or out of the library. Parents or guardians, not library staff, are responsible for the information selected or accessed by their children or wards. Therefore, parents and guardians are advised to supervise children's Internet use.

Patrons must comply with the United States copyright law, Kansas Obscenity Statutes and all other applicable laws, statutes and regulations that govern the use of public access computers and the use of the internet and it is the patron's responsibility to know what those laws, statutes and regulations prohibit.

It is the responsibility of a minor's parent or guardian to monitor a child's use of the internet. If a parent or guardian does not want a child on the internet, they do not have to give them computer privileges when signing up for a library card. They may also revoke/reactivate the child's use of the computer at any time.

Hamilton County Library cannot and does not guarantee the truth, accuracy or age-appropriateness of the material available through the internet.

#### Fees for Damages/Loss of Item

1. Laptop: \$400.00
2. Case: \$10.00
3. Charging Cord: \$20.00
4. Mouse: \$5.00
5. Complete Replacement Cost: \$435.00

#### Violation

Violation of the policies and regulations that govern the use of the library's laptops may result in the permanent loss of privilege to use them.